**via email & posting for interested parties, September 25, 2019**

**TO: Board Digital Committee:** Dick Brooks, Jim Buccigross, Cade Burks, Valerie Crockett, Michael Desselle, Howard Gugel, Steven McCord, Annie McIntyre, Joelle Ogg, Randy Parker, Emil Pena, Timothy Simon, Leigh Spangler, Terry Thorn, Sue Tierney, Pat Wood

**cc:** NAESB Board of Directors, NAESB Advisory Council

**FROM:** Rae McQuade, President NAESB

**RE:** Agenda for NAESB Board Digital Committee Organizational Conference Call – October 2, 2019

Dear Committee Members –

As previously announced, a NAESB Board Digital Committee conference call has been scheduled to take place on Wednesday, October 2, 2019 from 9:30 am to 11:00 am Central. During this call, the Committee members will review the relevant recommendations included in the Sandia National Laboratory surety assessment and the latest draft of the report outline and discuss the possibility of distributing a follow-up to our previous survey for the purpose of gathering additional information. Work papers for the meeting will be posted by the end of the week.

| **NAESB Board Digital Committee Conference Call – October 2, 2019 – 9:30 Am TO 11:00 Am C** | |
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| **Topic** | **Information/Requests** |
| Mission Statement & Materials | * The Board Digital Committee Mission Statement can be found through the following hyperlink: <https://www.naesb.org/pdf4/board_digital_mission.pdf> * Materials for this group are posted on the NAESB website on the Board Digital Committee webpage: <https://www.naesb.org//board_digital.asp> |
| Conference Call and Web Cast on Wednesday, October 2nd from 9:30 am to 11:00 am Central | * Please contact the NAESB office. * Any interested party can attend. All voting and motions are reserved for the members of the committee. |
| Pre-meeting Assignments | * Please review the recommendations of Sandia National Laboratory captured in the surety assessment work paper posted for the meeting. Also, please review the latest version of the report outline and be prepared to discuss and recommend any next steps the committee should take to complete the report. |
| Draft Agenda | 1. Administrative – Welcome, Antitrust Guidance, Introduction of Committee Members and Attendees, Adoption of Notes, Adoption of Agenda 2. Review the relevant Sandia National Laboratory surety assessment recommendations and discuss potential responses 3. Review the updated report outline – *work paper to be posted shortly* 4. Discuss the possibility of distributing a follow-up survey to support additional information gathering 5. Other Business 6. Adjourn |
| Meeting & Background Reference Materials | * Antitrust Guidance: <http://www.naesb.org/misc/antitrust_guidance.doc> * Announcement & Agenda: <https://www.naesb.org/pdf4/bd_digital100219a.docx> * Meeting Notes from August 8, 2019: <https://www.naesb.org/pdf4/bd_digital080819notes.docx> * Relevant Sandia National Laboratory Surety Assessment Recommendations: <https://naesb.org/pdf4/bd_cic081419a4.docx> * Updated Report Outline – *work paper to be posted shortly* |
| Schedule of Upcoming Conference Calls | * Tuesday, May 14, 2019, 1:00 pm to 2:00 pm C * Wednesday, June 26, 2019, 1:30 pm to 3:00 pm C * Tuesday, July 23, 2019, 1:30 pm to 3:00 pm C * Thursday, August 8, 2019, 1:30 pm to 3:00 pm C   Wednesday, October 2, 2019, 9:30 am to 11:00 am C  Other meetings will be scheduled as needed by Michael Desselle. |